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Job Aid – Let Review Standards for Utility Coordination

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1.1. General

1.1.1. Purpose of this document

The purpose is to document what is reviewed during the let review process by the Bureau of Technical Services (BTS) Utility Unit. It also standardizes the let review process, so individuals submitting utility related documents for PS&E are receiving the same review comments from central office. It's also a historical document to track how unique situations were handled in the past. It is advised that any WisDOT or local program agency individual preparing the utilities article of the special provisions, the DT1080 – Utilities Status Report (USR) and the General Notes page of the plan refer to this document during that process. Not all situations are included, and questions can be submitted to dotdtsdcutilitycoordination@dot.wi.gov.

1.1.2. Purpose of the email

This is the email that is sent to the regions that contains the BTS Utility Unit let review comments and the due date to address the comments. [Attachment 1.2](#) is the email that is sent to the regions.

1.2. Review Categories

1.2.1. General

The plans, utilities article of the special provisions, and the DT1080-Utility Status Report (USR) will be marked up with the BTS Utility Unit comments. The color of the comment is correlated to the importance of the comment.

1.2.2. Red category (1)

Issue must be revised or modified due to federal/state statutes, administrative rules, regulations, policies, or procedures.

1.2.3. Yellow category (2)

BTS Utility Unit recommends the issue be revised or modified due to current policies or procedures. The region will notify the BTS Utility Unit which, if any, of the recommended revisions or modifications will be completed. The BTS Utility Unit will only require the revisions or modifications that the region has committed to completing to clear the project in pseTrak.

For any recommended revisions or modifications that will not be completed by the region, it will be construed that the region has made this decision, accepts responsibility for problems that may arise, and based this decision upon an analysis of the risk and/or liability associated with the issues that will not be revised or modified. Please note, the BTS Utility Unit will try to identify why the revisions or modifications are recommended to assist the region in the determination of risk and/or liability.

1.2.4. Green category (3)

Issues identified are best practices. These issues do not need to be revised or modified to clear the project for Letting or addressed in an email to the BTS Utility Unit. However, these best practices should be incorporated in future letting submittals to make the review and use of these utility documents easier.

1.2.5. Blue category (4)

Issues identified are potentially a concern from a BTS Utility Unit perspective. If the concerns are validated, you will receive an email from the Bureau of Project Development (BPD). If the concern is not validated by BPD, you will receive an e-mail from the BTS Utility Unit clearing this issue.



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This email is to inform you that a project that you have performed utility coordination on may have been identified as not being clear for Letting. As of today, revisions or modifications are necessary prior to Bureau of Technical Services (BTS) Utility Unit clearance in pseTrak. Please submit an e-mail, if necessary, and/or complete the necessary revisions or modifications by the end of the day **Day, Month, Year**.

NEW: The BTS Utility Unit has revised the Letting review process in order to better identify the priority level for revisions or modifications that are identified within the submitted plans, USR, and "Utilities" Article of the Special Provisions. Please review and become familiar with the four categories below as you work towards clearing projects for Letting.

CATEGORY 1:

Issue must be revised or modified due to Federal/State statutes, administrative rules, regulations, policies, or procedures.

Category 1 issues will be highlighted in red.

CATEGORY 2:

BTS Utility Unit recommends the issue be revised or modified due to current policies or procedures. For recommended revisions or modifications that are not resolved by Friday, June 16, 2017, the Region must do one of the following:

- The Region will send an email to DOTDTSDCOUtilityCoordination@wi.dot.gov to notify the BTS Utility Unit that all of the recommended revisions or modifications will be completed. In addition to any Category 1 issue(s), the BTS Utility Unit will also require all of these issues to be resolved prior to the project being cleared in pseTrak.
- The Region TSS Chief or designee will send an email to DOTDTSDCOUtilityCoordination@wi.dot.gov to notify the BTS Utility Unit which, if any, of the recommended revisions or modifications will be completed. In addition to any Category 1 issue(s), the BTS Utility Unit will only require the revisions or modifications that the Region has committed to completing in order to clear the project in pseTrak.

For any recommended revisions or modifications that will not be completed by the Region, it will be construed that the Region has made this decision, accepts responsibility for problems that may arise, and based this decision upon an analysis of the risk and/or liability associated with the issues that will not be revised or modified. Please note, the BTS Utility Unit will try to identify why the revisions or modifications are recommended in order to assist the Region in the determination of risk and/or liability.

Category 2 issues will be highlighted in yellow.

CATEGORY 3:

Issues identified are best practices. These issues do not need to be revised or modified to clear the project for Letting or addressed in an email to the BTS Utility Unit. However, these best practices should be incorporated in future Letting submittals in order to make the review and use of these utility documents easier.

Category 3 issues will be highlighted in green.

CATEGORY 4:

Issues identified are potentially a concern from a BTS Utility Unit perspective. If the concerns are validated, you will receive an e-mail from the Bureau of Project Development (BPD). If the concern is not validated by BPD, you will receive an e-mail from the BTS Utility Unit clearing this issue.

Category 4 issues will be highlighted in blue.

The spreadsheet attached includes embedded .pdf files for each project that has been identified as not being clear for Letting or a note to refer to a tied project ID. Locate your project within the table, and open the .pdf file in the last column (column labels "Revisions Necessary"). Revisions or modifications may be necessary within one or all of the following documents: submitted plans, USR, and "Utilities" Article of the Special Provisions. No revisions or modifications are necessary when N/A is indicated for one of the above mentioned documents. The embedded document includes mark ups, by category, of the issues that have been identified during the Letting review process.

The intent of this email notice is to give you an opportunity to e-mail the BTS Utility Unit about which recommended revisions or modifications will be completed and/or resolve the revisions or modifications that have been identified in the attached spreadsheet. Exceptions entered in pseTrak, by the BTS Utility Unit, will be based upon the email from the region that identifies which recommended revisions or modifications will be completed and the required revisions or modifications that have not been completed by **Day, Month, Year**.

Utility exceptions entered in pseTrak must have exception approvals or be resolved by **Day, Month, Year**

Please submit any questions to the Central Office mailbox at DOTDTSDCOUtilityCoordination@dot.wi.gov.

Thank you,

Attachment 1.2: BTS Utility Unit Email



2.1. Asbestos

2.1.1. Responsibility

The utility company is responsible for the removal of asbestos-wrapped facilities.

2.1.2. Conflict location is known, and asbestos has been confirmed – Red category (1)

Use standard methodology when writing this special provision, identifying the who, what, when, where, and how at each location.

2.1.3. Conflict location is unknown, and asbestos has not been confirmed – Yellow Category (2)

In this situation the region needs to determine if further investigation is necessary. If it's determined there is no asbestos the utilities article would not address asbestos. If asbestos is anticipated to be in conflict, use standard methodology when writing this special provision, identifying the who, what, when, where, and how at each location.

2.1.4. Conflict location is known, and asbestos has not been confirmed – Red Category (1)

Use standard methodology when writing this special provision, identifying the who, what, when, where, and how at each location.

2.1.5. Conflict location is unknown, and asbestos has been confirmed – Yellow Category (2)

In this situation the special provision should be written as follows:

“UTILITY COMPANY has FACILITY TYPE facilities within the project limits that are asbestos-wrapped. No conflicts are anticipated.”

2.2. Barrier System

2.2.1. Identifying conflicts

When reviewing barrier systems for conflicts with buried utility facilities, look for areas where the barrier system can't be adjusted. Some of these areas include end treatments, thrie beams, and in radiuses. When a buried utility facility is in conflict in these types of areas the buried facility will likely need to be relocated. Also, when reviewing for conflicts, consider the depth of the barrier system post with the depth of the buried utility facility.

2.2.2. Conflict with buried facilities crossing a non-free-standing barrier system that can't be adjusted – Red Category (1)

The region needs to confirm if a utility conflict exists. If there is a utility conflict extend the barrier system such that the utility facility does not cross the end treatment, thrie beam or is out of the radius. In this situation write the special provision as follows:

“UTILITY COMPANY has FACILITY TYPE facilities within the project limits. No conflicts are anticipated.”

If the barrier system cannot be extended, then the utility facility will need to be relocated. Use standard methodology when writing this special provision, identifying the who, what, when, where, and how at each location.

2.2.3. Conflicts with buried facilities not addressed during design and the barrier system can be adjusted – Red Category (1)

Write the special provision as follows:

“Due to the nature of the barrier system work, utility conflicts were not resolved with proposed post locations during design. Adjust barrier as allowed per standard detail drawings, detail drawings, and barrier system special provisions, to avoid all underground utilities as required by statute and according to the individual utility company's special provision.”



2.2.4. **Conflicts with buried facilities crossing a free-standing barrier system, that can be adjusted – Red Category (1)**

In this situation write the special provision as follows:

“Coordination is required during placement of the PICK ONE: CABLE GUARD / GUARDRAIL to ensure proper clearance between the posts and the existing underground utilities.”

2.3. **Combined Sewer Systems**

2.3.1. **General**

Combined sewer systems are sewers that are designed to collect rainwater runoff, domestic sewage, and industrial wastewater in the same pipe.

2.3.2. **Sewer definitions for writing special provisions**

“Combined” = sanitary sewer and storm sewer

“Sanitary” = sanitary sewer only

“Storm” = storm sewer only

2.3.3. **When the utility company only has combined sewer within the project limits – Red Category (1)**

If no conflicts are anticipated with the combined sewer, write the special provision as follows:

“UTILITY NAME has combined (sanitary and storm) sewer facilities within the project limits; no conflicts anticipated.”

If conflicts are anticipated with the combined sewer and/or sanitary sewer use standard methodology when writing this special provision, identifying the who, what, when, where, and how at each location. Remember to write the special provision for the combined sewer and sanitary sewer under the same utility owner.

2.4. **Facilities Installed Before Construction, Related to the Project**

2.4.1. **General**

There are multiple options that can be used when creating the utilities article to inform the bidder that utility facilities will be relocated before construction begins. The project type (local program, Trans 220, or non-Trans 220) determines acceptable language that can be used. Multiple options can be used for the same utility so long as they do not contradict each other. A best practice is to only pick one on the options listed below. It is a Red Category (1) if there is a contradiction. It is a Green Category (3) if there is not a contradiction.

2.4.2. **Acceptable language for a local program project**

- State *“this work is anticipated to be completed prior to construction.”*
- List the completion date of the utility work
- List the start date and end date of the utility work

2.4.3. **Acceptable language for a Trans 220 project**

- State *“this work is anticipated to be completed prior to construction.”*
- List the start date and how many working days to complete the relocation

2.4.4. **Acceptable language for a Non-Trans 220 Project**

- State *“this work is anticipated to be completed prior to construction.”*
- List the completion date of the utility work
- List the start date and end date of the utility work
- List the start date and how many working days to complete the relocation



2.5. Facilities Installed Before Construction, Not Related to the Project

2.5.1. Utility coordination was not completed but a permit has been issued – Red Category (1)

Do not insert a special provision in the utilities article for a utility company that has been issued a permit and utility coordination was not completed. Instead, the following should be written in the work by others article:

“UTILITY COMPANY (FACILITY TYPE) will be performing utility work within the limits of the project. Additional information regarding the proposed installation of utility facilities may be available on permits required by each utility company. Prior to preparing bids, contact PERMITTING AUTHORITY (WISDOT, COUNTY, CITY, VILLAGE, OR TOWN) NAME at PHONE NUMBER.”

or,

“UTILITY COMPANY (FACILITY TYPE) will be performing utility work within the limits of the project. Additional information regarding proposed and/or recently relocated utility facilities may be available on permits issued to the utility companies. These permits can be viewed at the PERMITTING AUTHORITY (WISDOT, COUNTY, CITY, VILLAGE, OR TOWN) during normal working hours. Contact NAME AT PHONE NUMBER for more information.”

2.5.2. Utility coordination was completed – Red Category (1)

If utility coordination was completed, then the utility company is added to the utilities article. Use standard methodology when writing this special provision, identifying the who, what, when, where, and how at each location.

2.6. Facilities Not Being Relocated

2.6.1. No conflict anticipated – Yellow Category (2)

When a utility company doesn't have to perform any relocations or adjustments, or provide a watchdog, be sure to insert *“no conflicts anticipated”* at the end of the utility companies special provision. In this situation the special provision should be written as follows:

“UTILITY COMPANY has FACILITY TYPE facilities within the project limits; no conflicts anticipated.”

2.7. Outages

2.7.1. When an outage is not anticipated – Red Category (1)

If an outage is not anticipated, then it should not be mention in the special provision. If the utility company wants to add a statement of what to do if an unanticipated outage is needed, add that information to the notes to construction.

2.8. Private Utilities

2.8.1. General

Do not list private utilities in the utilities article. Put work done by private utilities in the work by others article – Yellow Category (2)

2.8.2. Standard review response

“Private utilities are not part of the utility coordination process. Remove from USR, move to Other Contacts on General Notes page, and move from Utilities Article to Work by Others Article.”



2.9. STSP 107-065 and 107-066

2.9.1. Beginning the utilities article – Green Category (3)

Even if the STSP is changed, the utility coordinator should use the phrase *under the provisions of Wisconsin Administrative Code Chapter Trans 220*. In this situation the beginning of the special provision should be written as follows:

"This contract PICK ONE: comes / does not come under the provisions of Wisconsin Administrative Code Chapter Trans 220."

2.10. Temporary Support of Utility Facilities During Construction

2.10.1. When the contractor is responsible for the temporary support or protection

In this situation determine if the language in the special provision is acceptable. The special provision needs to clearly identify what the contractor needs to do to support the utility facility – Red Category (1). The bid item should also be mentioned in the special provision (refer to 14.5.8 WGUC) – Green Category (3).

If the special provision cannot be acceptably written an alternate option is to remove the temporary support language from the special provision and have a bid item added (refer to 14.6 WGUC). The bid item should be written as follows:

"Perform this work in accordance with the protection or support utility facility bid item." – Green Category (3).

2.10.2. When the utility is responsible for the temporary support or protection – Red Category (1)

Write the special provision using standard methodology, identifying the who, what, when, where, and how at each location.

2.10.3. Considerations

This applies to buried facilities, pole holds, wire supports and temporary support of a facility on a bridge. When a utility is considering temporarily supporting or protecting its facilities during construction, determine if the temporary support or protection is really needed or can a design change eliminate the temporary support or protection. This determination should be made during the design phase. If temporary support or protection is needed, next determine who will be responsible to install the temporary support or protection. Finally, determine if the utility or the contractor will be responsible for the cost of the temporary support or protection. When making these determinations consider the following:

Type and size of utility facility

This can indicate the type of temporary support or protection that may be needed and how it will affect construction operations.

Evaluate the area of construction operations

This may indicate how construction operations will affect the temporary support or protection.

Is the project buildable during the installation, use, and tear down of the temporary support or protection

Analysis and determine if using temporary support or protection is feasible. If it's not feasible then the facility will need to be relocated.

Is the project buildable without the temporary support or protection

Analysis and determine if the temporary support or protection is needed to construction the road or is it just a convenience to the contractor to have the temporary support or protection.



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Utilities Article of the Special Provisions

Is this a Trans 220 project

If it is a Trans 220 project, take care when writing the special provision, as to avoid WisDOT from having to reimburse the utility for a second move. Trans 220.06(1)

Is the facility compensable

Determine who is responsible for paying for the temporary support or protection and then use the proper reimbursement agreement. This could be a utility agreement, municipal utility agreement, SMA, three letter agreement, or a bid item.

2.11. Tied Projects

2.11.1. Separating special provisions by construction ID

There are 2 options when writing special provisions for tied projects:

1. Write a utilities article for each construction ID
2. Write one utilities article that incorporates all the construction ID's. When doing this write the special provisions under the first ID, then under the remaining ID's state "*all coordination was done under ID (enter ID that contains the special provisions).*" Another option is to list all the construction ID's in the beginning and write a Utilities article that covers all the construction ID's. Red Category (1) if all ID's are not listed.

2.12. Utility Line Opening (ULO)

2.12.1. General

Federal code requires all utility coordination to be completed prior to letting and is certified by WisDOT (or another representative). The utility line opening bid item (if included) may be construed that all utility coordination has not been completed. Central Office Utilities recognizes there are times when it may be appropriate to use this bid item, but only use this in rare and unique circumstances. Rare and unique circumstances, may include but is not limited to, where the bid item Utility Line Opening may be warranted:

- Unusually high number of utility laterals that cannot be located
- High risk of construction delay or environmental impact
- High likelihood of disruption to traffic
- Project schedule requires extraordinary forces to be completed on time

If used, do not specify that the contractor perform work without being adequately compensated for performing such work and the bid item is funded appropriately (compensable or non-compensable). How is this bid item to be funded? If WisDOT agrees to compensate the contractor to expose and locate underground utility facilities, ask how is this pay item to be funded? By location, by utility, by participation category, as directed by engineer, as assumed by contractor? If there is more than one utility company requiring this bid item and their timelines are different, there may be a need for more than one bid item per utility owner.

Also, when referring to bid items within the articles, ensure that those bid items are part of the proposal. For example, if you specify that a contractor perform a utility line opening as part of the contract work, ensure that the appropriate bid items are added to the estimate and plans. What liability does WisDOT assume for damage to facilities not included as part of this pay item?

2.12.2. Utility is exposing their facility – Yellow Category (2)

Identify where the conflict exists, when the conflict will be eliminated and if during construction, how many days prior to work in the area the utility needs to be contacted, and how long it will take to complete the utility coordination work.



2.12.3.

ULO is included in the contract – Yellow Category (2)

When the region has made the decision to include a ULO in the contract write the special provision as follows:

“UTILITY NAME has underground facilities within the project limits. Perform Utility line openings in accordance with the requirements of Utility Line Opening, bid item SPV.xxxx.xx. No other conflicts are anticipated.”



3.1. Combined Sewer Systems

3.1.1. General

Treat combined sewer and sanitary sewer as one facility type in the USR. Abbreviate the facility type in the USR as "SEWR".

3.2. Facilities Installed Before Construction, Not Related to the Project

3.2.1. Utility coordination occurred under another project – Red Category (1)

In this situation add a note in the Comments section of the USR explaining the situation.

An example of this is when a portion of a project that was coordinated under a different ID and has been removed from it and a new one has been added.

Remember to check for temporary construction easements when a right of way plat exists.

3.2.2. Utility coordination was completed – Red Category (1)

If utility coordination was completed, then list the utility company in the USR.

3.3. Project Plan Sent Date

3.3.1. Multiple dates listed – Green Category (3)

Only list one date in the Project Plan Sent column. Use the original 1078 Sent Date, which is the date that the original plans and cover letter were sent to the utility company. TUMS uses the original 1078 Sent Date.

3.4. Private Utilities

3.4.1. General

Do not list private utilities in the utilities article. Put work done by private utilities in the work by others article – Yellow Category (2)



4.1. **Level of Involvement (Utility Unit)**

4.1.1. **Central Office**

The level of review from the BTS Utility Unit is the same as the state system. Review the general notes page, utilities article, and the USR.

4.1.2. **Region**

Utility coordinators should only be answering general utility questions about the local program. Any further involvement needs supervisor approval. See [Local Program Agency Tools](#) for more information about the local program.

4.2. **Utility ID's**

4.2.1. **Showing utility ID's in the USR**

When the utility is not seeking compensation, use "*Local Plat*". When the utility is seeking compensation use "Local Plat" or Agreement ID.